Human Resources
Personnel Administration

Version Control Sheet

•   **Course: HRPA-Personnel Administration**

•   **Courseware Items:** Core Curriculum

•   **Change Summary**
Changes made to this document are summarized in the following table

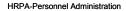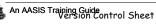| Date	Change	Reason For Change	Updated Version	Pages Effected
4/3/01	Courseware developed and published		2.0	
9/10/02 and following	Corrections and additions added to document per the following	added steps to Create Withholding Info W4/W5 US for Federal tax authority. Renumbered steps.	2.1	71/75
		corrected step 5		140
		– added additional information to step 5		164
		added a note about Federal Withholding Info W4/W5 US		184
		deleted note		186
		deleted unnecessary step (to click on enter) re-numbered steps; added steps to Create Organizational Assignment; added steps to Create Planned Working Time; re-numbered steps		220/224
		numbered exercise		264,272,289, 298
		308 – changed step 6; 309 – changed step 8 & 9 310 – changed step 13		309/311
		added screen view of List Bank Details		313
		added additional information in the notes		345

Version Control Sheet

- **Course: HRPA-Personnel Administration**

- **Courseware Items:** Core Curriculum

- **Change Summary**
  Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
10/28/02	Added QRG as Appendix A	Added Salary Edit Rules QRG as Appendix A	2.1a	Appendix A
09/20/04	Changed From to Start on infotypes	Enterprise upgrade changed the screen field names	3.0	All
10/13/04	Removed Infotype 0021	Family /Member Dependent security authorization changed	3.0	All
10/20/04	Added Troubleshooting Note #8	Note to display Annual Cost of Living Adjustment	3.0	192-195
10/25/04	added reports	Logged Changes (audit log)	3.0	All
		Missing Infotype report	3.0	All
11/30/04	Added screen shots		3.0	All
11/30/04	Removed objects on loan demo	Not used by the agencies. Use Communications instead	3.0	All
12/30/04	Moved Trouble shooting notes	Consolidate notes into one area.	3.0	All

Version Control Sheet

- **Course: HRPA-Personnel Administration**

- **Courseware Items:** Core Curriculum

- **Change Summary**
  Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
05/20/05	Removed Org field from the Org Assignment info type 0001	Information is already available in the Personnel area and cost center fields of infotype 0001.	3.0	41,48,49,51, 52,53,120, 121,162, 170,191209, 217,233,242 385,391 & 405
05/20/05	Removed "undeclared" option in the Gender Key field of infotype 0002	Not used. There are now only two radio options in this field; female and male. The gender field will default to female.	3.0	27,47, 381,404.

AASIS Support Center, November
2005 Gwinnett Orr

Version Control Sheet

- **Course: HRPA-Personnel Administration**

- **Courseware Items:** Core Curriculum

- **Change Summary**
  Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
08/03/05	Added screen shots to show the Board and Commissions actions and infotype.	New Hire process added for Board and Commission Members for transactions pa40 and pa30	3.0	24, 25,43,153, 156, 160, 168, 189, 207, 215, 231, 240
08/05/06	Added process screen shots for Hiring non-state and state employees to a board or commission.	New Hire process added for Board and Commission Members for transactions pa40 and pa30	3.0	256-291

AASIS Support Center, November
   2005 Gwinnett Orr

Table of Contents

6

Table of Contents

Table of Contents

Title	Description	Page
	CLIP Task Flow	6
	Change in Pay Task Flow	7-11
Demo	Change in Pay	12-19
Demo	Promotion	20-32
Chapter 5	Process Transfers, Job Share & Concurrent Employment	1-21
	Transfer Task Flow	5
	Job Share Task Flow	6
	Concurrent Employee Task Flow	7

Table of Contents

Title	Description	Page
	End Concurrent Employment Task Flow	8
Demo	Transfer	9-21
Chapter 6	Process Leave Without Pay/Return from LWOP	1-23
	LWOP and Return from LWOP Task Flow	5
Demo	LWOP Inactive Status	6-13
Demo	Return from Leave	14-23
Chapter 7	Process Termination, Retirement & DROP	1-34
	Termination & Retirement Task Flow	5

Table of Contents

Title	Description	Page
	DROP Task Flow	6
Demo	DROP	7-15
Demo	Termination (Phase 1)	16-24
Demo	Bank Details – Delimit Direct Deposit (Phase 2)	25-34
Chapter 8	Process Hire for Board & Commission Members	1-32
Demo	New Hire to Board or Commission	4-25
Demo	Current State Employee to Board or Commission	26-32

Table of Contents

Table of Contents

12

Table of Contents

13

RECOMMENDED AUDIENCE

Agency, CLJ or State Personnel Administration
Agency, CLJ or State Personnel Management
Agency, CLJ or State LWOP Accounting
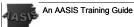Agency, CLJ or State Personnel Specialist

AASIS Support Center, November
    2005 Gwinnett Orr

0-14

Prerequisites for this course are:

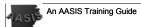AASIS Overview and Basic Navigation

Human Resources Overview

Course Objectives

By the end of this course, you will be able to:

➤ Define terms, concepts, and procedures related to Personnel Administration in AASIS
➤ Explain Personnel Administration in AASIS
➤ Perform New Hires
➤ Perform Transfers Within Agency
➤ Perform Job Share
➤ Perform Leave of Absence Without Pay
➤ Perform Return from Leave Without Pay

AASIS Support Center, November 2005 Gwinnett Orr

0-15

Course Objectives (continued)

By the end of this course, you will be able to:

➢ Perform Termination
➢ Perform DROP Action
➢ Perform A Change in Pay
➢ Perform Promotions/Demotions Within Agency
➢ Maintain/Display Employee Data
➢ Perform Error Corrections
➢ Execute Reports